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Woodlands Academy,
Hathaway Gardens,
W13 0DH

Head Teacher: Ms C Hasker

Woodlands Academy

Together We Achieve

Tuesday 3rd November 2026

Dear Parents and Carers

Are you interested in becoming a Parent Governor at Woodlands Academy?

One of our two Parent Governors, Asma Humayun has resigned from the Governing Body due to work and family commitments, so we are seeking parents who are interested in being elected to our Governing Body.

The Governing Body is made up of 13 Governors, 2 of whom are Parents*, elected by their fellow parents*.

As a Parent Governor your role would be to bring a parental perspective to our decision making and to use your skills and passions to work as part of a team to support the school in achieving its aims. The successful candidate will join the Curriculum Committee. An interest or experience in a subject area would complement the skills on the Governing Body, but the most important attributes that we are looking for is a passion for education, being prepared to contribute to collective decision making and to support the whole school community to achieve the Woodlands Academy Vision, Values and the 5- year strategic plan.

Miss Hasker and I will be available to meet with any parent or carer who interested in putting themselves forward to be a parent governor and would like the opportunity to find out more about the role. The meeting will be held in the school at 8.45am-9.45am on Wednesday 11th November. Please let us know via the school office on office@woodlands.ealing.sch.uk if you are going to attend.

The Full Governing Body meets in the evenings four times a year, meetings of the Full Governing Board are normally on a Monday evening at 6PM at the school.

All Governors are expected to join one of the three working committees which meet at least once each term, usually on a Monday evening. Curriculum meets at 4PM and the Resources and the Pay committees meet at 6PM. The meetings are held virtually via googlemeet.

Governors are encouraged to visit the school termly during school hours and observe school policy in action either in the classroom, the playground or in and around the school generally.

There is a programme of training to support Governors virtually via the Governor Hub and through the Ealing Learning Partnership. We expect all governors to attend the Ealing Training for New Governors when they join.

Below this letter is:

An explanation “What a Parent Governor does”.

A Nomination Form which needs to be completed and returned to the school (see below). You can either nominate yourself, or another parent.

A Proforma for your personal statement, again this needs to be completed and returned to the

school.

A definition of a parent*, eligibility to participate and list of the qualification and disqualification criteria for Governors.

The completed Nomination Form and Personal Statement need to be returned to the school office by 3PM on Monday 16 th November.

If you would like further information about the role of Parent Governors or the application process and cannot attend the meeting on 11th November, please do not hesitate to contact me via the school office, office@woodlands.ealing.sch.uk, leaving your phone number and a convenient time for me to call you back.

If we receive more than 1 nomination, there will be an election. If there is an election all parents will receive ballot papers together with copies of all candidates' personal statements. You will need to return your completed ballot papers in the ballot box at the school gate by the closing date stated on the letter sent with the ballot papers.

Yours sincerely

SAWright

Shirley Kenworthy-Wright

Chair of Governors

*NB - The Education Act 1996 extends the definition of "parent" to include others

What Does a Governor Do?

The role of any school governor is to contribute to the work of the governing board (GB) in ensuring high standards of achievement for all young people and children in the school by ensuring that:

- **that the vision, ethos and strategic direction of the school are clearly defined.**
- **that the headteacher performs their responsibilities for the educational performance of the school.**
- **the sound, proper and effective use of the school's financial resources.**

The governing body also has legislative responsibility and strategic oversight for the school's safeguarding arrangements.

A governing body and its governors must, as required by The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, regulation 6(2):

- **act with integrity, objectivity and honesty and in the best interests of the school.**
- **be open about the decisions they make and the actions they take and shall be prepared to explain their decisions and actions to interested parties.**

The Governing Body works as a team and takes collective decisions to fulfil its role. individual governors are either elected or co-opted onto the governing body to meet the skills required to develop an effective team.

Our Governing Body delegates some of its powers to specific committees namely the resources, curriculum and pay committees. The terms of reference for these committees are agreed each year by the whole governing body. The Governing Body (GB) also sometimes uses working groups to look at specific projects and report back to either a committee or the full GB.

Governor Roles:

Parent Governor: A parent governor is elected by the parents/guardians of all the pupils of the school. They are expected to bring a parental viewpoint to the collective decision making of the Governing Body (GB) and to use the skills they have acquired in their life to support the work of the GB. Their role is NOT to represent groups of parents, the parent body or individual pupils and parents. Issues concerning the education of their own children or other children in the school should not be brought to the attention of the governing body but dealt with using the school's complaints procedure.

Staff Governor: A staff governor is elected by all members of staff in the school, including teaching and non-teaching staff. They are expected to bring a staff viewpoint to the collective decision making of the GB and to use their experience of working in school to inform and contribute to discussions. Their role is NOT to represent the staff, or individual groups of staff. This is the role of the union representatives.

Co-Opted Governor: These governors are co-opted onto the GB to fulfil specific skills identified at the time that vacancies occur. They are subject to a selection process including an interview and then the whole GB makes the decision to co-opt them. Their role is to bring a breadth of skills to the team to enable the GB to fulfil its duties effectively.

Headteacher Governor: The head teacher is a member of the GB team and works with the GB to assist in its decision making. The head teacher provides a termly report to Governors at committee and FGB meetings about all aspects of school performance. Governors use this, together with the School Development plan to inform their monitoring visits.

Constitution of the Local Governing Body at Woodlands

The MAT has a board of Trustees which our "local "governing body" are accountable to. They delegate responsibility to us through a scheme of delegation.

Woodlands Academy Governing Body is made up of:

2 parent governors, up to 2 staff governors, the head teacher and up to 8 co-opted governors.

All Governors are expected to:

- Get to know the school, including visiting occasionally during the school day and to gain a good understanding of the school's strengths and weaknesses
- Attend induction training and regular relevant training and development events
- Attend meetings (full governing board and committee) and read all the relevant papers before the meeting.
- Act in the best interest of all pupils in the school.
- Behave in a professional manner as set out in the governing board's code of conduct, including acting in strict confidence.
- spend between 10 and 20 hours a year performing their role. However some of the specific roles such as chair of governors or chairs of committees may need more time to be highly effective and there may be special circumstances such as the recruitment of senior leaders where extra time commitment is needed.

Appendix A

The following information is based on the National Governors Association Guidance about the activities governors are expected to undertake.

Activities: as part of the Governing Body team, a governor is expected to:

1. Actively contribute to the strategic discussions at governing body meetings which determine:

- The vision and ethos of the school
- Clear and ambitious strategic priorities and targets for the school shown in the school development plan
- That all children, including those with with special education needs, have access to a broad and balanced curriculum
- The schools budget, including the expenditure of the pupil premium allocation
- The schools staffing structure and key staffing policies
- The principles to be used by school leaders to set other school policies.

2. Hold the Headteacher to account by monitoring the school's performance. This includes:
   - Agreeing the outcomes of the schools self evaluation and ensuring they are used to inform the priorities in the school development plan
   - Considering all relevant data and feedback provided by the school leaders and external sources on all aspects of school performance
   - Asking challenging questions of school leaders
   - Ensuring senior leaders have arranged for the required audits to be carried out and to receive the results of those audits
   - Ensuring the senior leaders have developed the required policies and procedures and the school is operating effectively according to these policies.
   - Acting as a link governor on a specific issue, making relevant enquiries of the relevant staff and reporting to the governing body on progress on the relevant school priority
   - Undertaking school visits during the school day.
   - Listening to and reporting to the school's stakeholders: pupils, parents, staff and the wider community, including local employers.

3. Ensure the school staff have the resources and support they require to do their jobs well, including the necessary expertise on business management, external advice as required, effective appraisal and CPD (continuous professional development) and suitable premises. Monitor and evaluate that the way in which these resources are used has a positive impact on the school's and pupils' performance.

4. When required, serve on panels of governors to:
   - Appoint the head teacher and other senior leaders
   - Appraise the head teacher
   - Set the head teacher's pay and decide on pay recommendations for other staff
   - Hear the second stage of staff grievances and disciplinary matters
   - Hear appeals about pupil exclusions

The role of a governor is largely a thinking and questioning role, not a doing role.

A governor does NOT:

- Write school policies
- Undertake audits of any sort- whether financial or Health and Safety – even if the governor has the relevant professional experience
- Spend much time with pupils but will talk to pupils when they do a school visit.
- Fundraise - this is the role of the PTA- governors should consider income streams and potential for income generation

- Undertake classroom observations to make judgements on the quality of teaching – the GB monitors the quality of teaching in the school by requiring data from the senior leaders and external sources.
- Do the job of the school staff – if there is not enough capacity within the paid staff team to carry out the necessary tasks, the GB need to consider and rectify this.

Woodlands Academy Governing Board

NOMINATION FORM – PARENT GOVERNOR ELECTIONS

I wish to nominate myself:

- **Please print your Name:**
- **Please print your Child's Name:**
- **Please print your Child's Class:**

OR

I wish to nominate another parent:

- **Please print their Name:**
- **Please print their Child's Name:**
- **Please print their Child's Class:**

If you are proposing another parent please complete the box below:

I confirm I am a parent of a registered pupil at the school

Signed: _____ Date: _____

PLEASE PRINT YOUR NAME: _____ Child's Class _____

If you are the person named in Box 1 or Box 2 please complete the box below

I confirm I am a parent* of a registered pupil at the school, that I accept the nomination and would not be disqualified from holding office as a governor of the school if elected.

I acknowledge that all new parent governors are required to complete a Declaration Form and be subject to an Independent Safeguarding Authority (ISA) check.

Signed: _____ Date: _____

PLEASE PRINT YOUR NAME: _____ Child's Class _____

***NB - The Education Act 1996 extends the definition of "parent" to include others who have "parental responsibility" for, or care of, a child or young person.**

Please note: Social media should not be used to campaign as parent governor under any circumstances.

I confirm that I am not disqualified (based on the Disqualification Criteria) from holding office if elected.

Signed:_____ Date:_____

PLEASE RETURN TO THE SCHOOL BY 3PM ON MONDAY 16TH NOVEMBER 2026

Personal Profile

Please complete the profile below on no more than 2 pages of A4

Why do you want to become a Parent Governor at Woodlands Academy?

What skills do you think that you can bring to Governing Body

What are your interests in Education (SEN, Business, Literacy...)

Brief history of your career, skills, life and background (including year groups of your children)

Name:_____

E-mail address:_____

Contact number(s):_____

Please return to the school reception foyer by 3PM Monday 16th November 2026

Eligibility to stand for election as a parent governor and to participate in Parent Governor elections

1. Anyone who is the parent of a registered pupil at the school and who is not disqualified from holding office is eligible(see below) to stand for election as a parent governor.
2. A person is disqualified from election or appointment as a parent governor of a school if they are an elected member of the Local Authority or if they are paid to work at the school for more than 500 hours (i.e. more than one third of the hours of a full time equivalent) in any consecutive twelve-month period (at the time of election or appointment). Other disqualification criteria are set out in the section below.
3. A person is **not** disqualified from continuing to hold office as a parent governor when they cease to be a parent of a registered pupil at the school.
4. Anyone who is a parent of a registered pupil at the school may nominate themselves or propose candidates for election and may vote in the elections.
5. Each parent shall have one vote per vacancy, regardless of the number of children they have in the school. Schools must make every effort to ensure that each parent receives only one nomination and ballot paper regardless of how many children they have on roll at the school.

Governor qualification and disqualification criteria

The following summarises the qualification and disqualification regulations which can be seen in full in, the constitution of governing bodies of maintained schools August 2017 (statutory guidance)

A governor must be aged 18 or over at the time of their election or appointment.

A registered pupil of the school cannot be a governor.

A person is disqualified from holding or continuing to hold office as a governor of a school if, in summary, that person:

- failed to attend the meetings of the governing body of that school for a continuous period of six months, beginning with the date of the first meeting they failed to attend, without the consent of the governing body. This does not apply to the Headteacher or to foundation governors appointed by virtue of their office
- A foundation, local authority, co-opted or partnership governor at the school who is disqualified for failing to attend meetings is only disqualified from being a governor of any category at the school during the twelve-month period starting on the date on which they were disqualified
- is the subject of a bankruptcy restrictions order; an interim bankruptcy restrictions order; debt relief restrictions order; an interim debt relief restrictions order; or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced
- is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986; a disqualification order under the Companies (Northern Ireland) Order 2002; a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002; or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)
- has been removed from the office of trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body

- has been removed from office as an elected governor within the last five years.
- is included in the list of people considered by the Secretary of State as unsuitable to work with children or young people
- is barred from any regulated activity relating to children
- is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008
- is disqualified from working with children or from registering for child-minding or providing day care
- is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has been sentenced to three months or more in prison (without the option of a fine) in the five years ending with the date preceding the date of appointment/election as a governor or since becoming a governor
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has received a prison sentence of two and a half years or more in the 20 years ending with the date preceding the date of appointment/election as a governor
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has at any time received a prison sentence of five years or more
- has been convicted and fined for causing a nuisance or disturbance on school or educational premises during the five years ending with the date immediately preceding appointment/election or since appointment or election as a governor
- refuses a request by the clerk to make an application to the Disclosure and Barring Service for a criminal records certificate or a Section 128 check.

Anyone proposed or serving as a governor who is disqualified for one of these reasons must notify the clerk to the governing body.